



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FUEL MANAGEMENT SPECIALIST

Class No. 002416

■ CLASSIFICATION PURPOSE

To develop, maintain, and coordinate the County's automated fuel control system; to handle all major fuel transactions for the County; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Fuel Management Specialist is a single-position class in the Department of General Services. It is responsible for the operation, maintenance, and repair of the twenty-four hour automated fuel system and for coordination of all County bulk inventories, storage facilities and dispensing equipment.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Monitors and maintains all aspects of the County's fuel system.
2. Troubleshoots fuel control terminal breakdowns and makes necessary repairs to its electrical and/or fuel dispenser components.
3. Performs monthly maintenance of all fuel terminals at Public Works and General Services facilities.
4. Utilizes a computer to elicit data concerning fuel consumption.
5. Reviews fuel usage reports to analyze patterns and trends of fuel consumption and to detect possible misuse and theft in the system.
6. Processes requisitions for the purchase of fuel.
7. Transfers daily fuel transactions from the datafleet system to the Auditor and Controller's computerized accounting system.
8. Encodes, embosses, and issues fuel cards to representatives from County departments and other local government agencies in order to purchase fuel from the County.
9. Coordinates the state-mandated underground fuel storage tank testing and repair program.
10. Inspects and calibrates fuel dispensers to ensure compliance with air pollution control laws.
11. Coordinates with contractors regarding repairs and installations of terminals and tanks.
12. Updates procedures to improve the datafleet system.
13. Coordinates the removal of hazardous wastes from fuel site.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Automated fuel control systems.

- Basic computer functions.
- Fuel tank testing regulations.
- Basic electronics.
- Fuel dispensing equipment.
- Bulk fuel leak detection systems.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Manage an extensive fuel control system.
- Analyze, interpret, and report fuel usage data.
- Perform basic computer operations.
- Recognize problems and discrepancies in the fuel control system and recommend appropriate corrective actions.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: at least one (1) year of work experience in the maintenance, repair, and administration of automated fuel control systems.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

Hand-eye coordination necessary to operate motor vehicle. Physical strength required to lift and/or handle fuel dispenser weighing up to 150 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Work is predominantly outdoors, as essential functions of this job require extensive driving throughout the county. Incumbent is exposed to electrical current, noxious fumes, and hazardous materials.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: January 4, 1989**  
**Revised: March 13, 2003**  
**Reviewed: Spring 2004**  
**Revised: March 31, 2006**

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Fuel Management Specialist (Class No. 002416)

Union Code: CM

Variable Entry: Y